

COMPHIBGRUTHREEINST 1040.2F  
N01Z  
Cancelled as of 22 May 03

COMPHIBGRU THREE INSTRUCTION 1040.2F

Subj: COMPHIBGRU THREE BRONZE ANCHOR STANDARDS

Ref: (a) CINCPACFLTINST 1040.1D

1. Purpose. To establish standards for receiving the Commander, Amphibious Group THREE Bronze Anchor.

2. Cancellation. COMPHIBGRUTHREEINST 1040.2E

3. Information. The COMPHIBGRU THREE Bronze Anchor program recognizes achievement of the highest standards of personnel and career information programs within the United States Navy. Key areas include personnel advancement, career information program management, and transition programs. This instruction is a separate program from the Golden Anchor program established by reference (a). Minimum standards established by this instruction do not ensure nor preclude awarding of the CINCPACFLT Golden Anchor Award or the COMNAVSURFPAC Silver Anchor Award.

4. Standards. The following standards are established as the minimum requirements to meet the goals of the COMPHIBGRU THREE Bronze Anchor program. These standards have been established through comprehensive study of command assessments, Golden Anchor packages, and discussions with senior Navy Counselors and Commanding Officers within COMPHIBGRU THREE ships and commands.

a. Advancement. The Navy's advancement system is designed to provide maximum promotion opportunity for those individuals who are best prepared to perform at the next pay grade. As such, each command should encourage maximum participation by those personnel eligible for advancement. The following standards are established:

(1) A minimum of 90% of personnel who are time-in-rate eligible participate in the Navy Wide advancement examination cycle. Personnel who may be time-in-rate eligible to participate include those personnel selected for Class "A" but are not eligible to participate include those personnel selected for class "A" school, selected for rating conversion, and those personnel not recommended due to poor performance.

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(2) A minimum of 60% of those First Class Petty Officer who participate in the Navy Wide CPO exam become selection Board eligible. Normally 50% of CPO exam participants are Selection eligible.

(3) A maximum of 5% of those E1 and E2 personnel who are eligible for advancement and not advanced to the appropriate pay grade on the date eligible. This allows commands to withhold recommendations for those personnel who have not displayed the required performance levels without penalizing their eligibility for Bronze Anchor achievement. Recent trends have shown an increasing number of E1 and E2 personnel who are eligible to be advanced to the next pay grade but are not completing basic requirements or simply not having the appropriate documentation submitted for advancement.

b. Professional Development Board. Professional Development Boards (PDB) are one of the most powerful tools commands have available to encourage personnel to apply for programs, market their career information programs screen personnel, and track the professional progress of individuals. In addition to the requirements of reference (a), 100% of those personnel who fail a Navy Wide advancement exam need to attend the Command's Professional Development Board.

c. Career Information Program Management.

(1) Minimum Career Information/Retention Team training levels will be 100% in accordance with reference (a).

(2) Minimum Client to counselor ratio will be 20-1 (Minimum per reference (a) is 30-1).

(3) Minimum command Career Information Training Course attendance for E-5-04 personnel will be established as 85%.

(4) Hold career Information Training courses onboard a minimum of every other month.

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d. Transition Assistance Program. Providing our Sailors with the maximum potential for success includes ensuring they receive the appropriate training necessary to be successful upon their ultimate discharge or retirement from the Navy. The Navy's Transition Assistance Program provides this training. While we are a sea service, we can still provide Transition Assistance Training to the majority of our personnel. As such, a minimum of 75% of separating-and retiring per.5onnel should attend TAP classes.

e. Class "All School utilization. The Navy's Class "All schools provide basic instruction for technical and non-technical fields. Quotas can be obtained using returnable quotas with little to no fiscal impact upon the command. Commands over 250 should-be sending a minimum of 5 personnel per year to "All schools using the Professional Development Board as a screening tool.

5. Command Career Counselors should be maintaining these statistics and have them ready for review during the annual, Command Assessment.

6. Action. Notification of those commands achieving these standards will be made within the first week of the new Calendar year. Commands not meeting these standards are encouraged to review their current instructions and methods of using the Command Career Counselor.

/s/  
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Chief of Staff

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